BSAG Minutes

Wednesday, November 11, 2020

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3:00 – 4:30 p.m.

I. **Welcome and Thank You Remarks:** Shawn Hill and Jared Peden
   - BSAG is an action-focused group, so we are taking active steps to limit information-only updates to the numerous available for updates, and working to save time in BSAG meetings for items that require discussion or group thoughts on solutioning. Introducing a new "open forum" section of BSAG meetings as an example of steps in this direction.

II. **Committee Reports and Other Business:**

   - **Asset Management:** Physical Inventory Enhancements (Chris W & Tashua S)
      - PowerPoint Presentation
      - New app and modernization process that will allow you to scan with a smart device! No more dedicated barcode scanning device!
      - Spring 2021 they would like to move forward with a pilot group and by 2022 have full implementation.
      - Q: Is the fact that it is so personalized to UGA going to make it a more long-term solution or are we going to have to revisit this: A: the integration for the data could require a minimal customization but replacing the scanners will not.
      - Q: What about transferring inventory? In PeopleSoft or outside? A: not something we are looking to do immediately, but once we have this app, there is a portion of it that UGA can use to build out other things so it is something we could work towards. We can possibly talk to the vendor about this now within this process.

   - **Budgets**: State & UGA Budget (James S)
      - For FY20, UGA did experience revenue loss in auxiliary and fee for service areas. CARES Act did provide some financial relief, but this did not fully offset our losses. FY21 state appropriations were reduced by ~10%. UGA has not had any additional reductions targets to date. State revenue through October 2020 is up by 1.8% compared to October 2019. This is good, positive news considering the budget decreases in state agencies. UGA remains hopeful the USG's request for formula funding in FY 2022

is supported. It is the unit's call for how they handle any holdbacks they may have implemented by them earlier in the year.

- **Human Resources**: Staff Competency Modeling (Lindsey VN)
  - PowerPoint Presentation
  - Staff Competency Model – Resources for staff for organizational success. The KSAO's are applicable to all staff and there is a specific one for managers. There will be two opportunities a year for staff to receive compensation based on performance.

- **Payroll**: Taxable fringe benefits for direct bill relocation payments (Julie C)
  - PowerPoint Presentation
  - Request to spread taxable fringe benefits over longer periods of time.
  - Payroll will be able to spread them over a greater number of checks – they will be split into quarters. Schedule can be seen in the slideshow.
  - Provide feedback by November 30 to payroll@uga.edu! And then they will start in Feb. 2021 if everyone is in agreement. Group seemed to agree this was the best approach.
  - Q: How should we advise people? A: This is not for reimbursements; these are just for direct bill payments. Employees reimbursements will always hit on the next check. But, it is important to set expectations with new hires of tax withholding implications on the front end of the hiring process.
  - Q: What would the schedule look like for Academic Year employees? A: Payroll will look at pay frequency of employees with direct bill payments and add taxable fringe benefits to the appropriate checks.
  - Next steps: Send feedback to Payroll on this process!

- **Purchasing:** Dean/VP/Dept. Head role in the PCard program (Claire B)
  - PowerPoint Presentation
  - Dean/VP/Dept Head PCard role – not required by the state, but we require it at UGA.
  - Emailed options at the end of October. Asking for a sharing of feedback. Claire shared the two options.
    - Decrease role responsibilities or simply remove them completely.
    - You could still decide to have this step in your unit, but it wouldn't be a formal step in the PCard process.
  - Lots of feedback on this topic in group discussion, so the Procurement team will host a WSC breakout session on this to continue discussions.

- **Purchasing:** Study Abroad Policy (Claire B & Leigh K)
  - In the coming week she will be sending out a draft of the policy and we need your help in making sure we continue to promote the Study Away program and realize that every unit is very different, so we really need

your help! Please make sure this gets in the hands of the people who are working with this program on a day to day basis. If any BM needs to call and talk things through with us, we are definitely here to help you and we want as much feedback as we can get to ensure we are not creating a roadblock for you all. The effective date is pushed out pretty far which is rare, but intentional.

- **Reporting**: New strategies and opportunities (Laurel P)
  - Remember that we have FRAG and let Laurel know if you want to attend and she can get you on that invite. One change she wanted to let us know about is the availability to submit topics on reporting you want to hear about breakout rooms, please let her know or submit a ticket – she wants to make sure she is getting you the information that you need.
  - Laurel also shared a link to the reporting section of the BSAG group on Microsoft Teams so that there can be discussion amongst reporting users and talk through your strategies and tools.

- **Training and Communications**: New Training Initiatives (Shawn H)
  - Feedback that we need more advanced training materials.
  - We have created a new button that will be a "request a training material update" on the training library homepage to request new materials or updates to existing materials.

III. NEW: Open Forum Discussion Topics:

a. Intro to this new section (Shawn Hill and Jared Peden)
   i. Steering BSAG back to having discussions where members can request an open discussion forum topic.
b. Topics requested by BSAG members:

- **Payroll Encumbrances**: New process & ongoing challenges outside new process
  - On state accounts tied to state accounts, if we put a funding end date, it will prorate all of our GA's automatically and this has become an issue. The system recognizes SWB.
  - If we just go change their funding, does this update weekly?
    - USG is running the encumbrance calc each week and should pick up any new hires. They are running it every Friday.
  - Are you okay with us putting end dates on our position funding?
    - It will stop the encumbrance; it thinks that that position is not funded after that date. It works for encumbrances and actuals.

- **Critical Hire Process**: Processing times
    - It is hard to tell how long staff will take – sometimes they will take two weeks and some will take two months and it seems random and makes planning difficult.
    - Faculty are generally much faster – usually within 5 business days – because they are handled internally to UGA.
    - Remember to write the justification with the assumption that the reader has no idea what the position does.
    - USG experienced some delays during early Covid transition, but seem to be back on their normal timeline.
    - HR is working on options to increase automation, potentially an electronic form to improve the process and provide visibility into workflow.